

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: January 12, 2015
CC: All Departments

Carter



2014 Annual Town Reports are Now Due in to Alison

Business Session: The following supplements or substitutes for memos in your packet:

- V. 6. This building had a recent minor fire and – from outside appearances – is falling into a state of disrepair. The land lease allows the Town to “...enter the leased premises...to examine and inspect the premises.” (Section 13) and makes certain requirements relative to the level of maintenance and compliance with codes. I am seeking your authorization to give a notice of inspection to the lease holder for a report back to you as to where (or not) there is any action recommended for you to take relative to enforcing the various lease provisions.

Workshop: The evaluations the Department Heads completed are in your office for review in preparation for your 01/22 workshop.

Weekly Activities: Scott and I met with representatives of the ConCom to discuss with them the issue related to the DPW – Highway Garage water supply and the study that would be undertaken relative to on-site treatment by reverse osmosis and alternative treatments and water sources. With the comment period closed and the cable franchise retyped as a working document for mark-up, a full package has gone off to Counsel for preparation of a memo for submission for you to obtain your specific settlement authority within which to conduct the negotiations. I hope to have that for you within 10 days. We have begun the process of increasing our internet bandwidth to Town Hall. Once that is done we will take the password protection off of the router to open it up to public access. [Note: The public access is on its own IP address and is not connected to our network.] While I am reluctant to expend these extra dollars (+\$175/mo), they are budgeted and I do want to feel comfortable we continue to provide our work flow with adequate speeds and learn we did not after the fact. We truly have no idea of how many folks might use this service and the possible effect it may have, but we do believe that much of our problem in uploading the EZ Stream videos actually lay with another customer of theirs not following proper naming protocols and hanging up their server, and in turn hanging us up. We have begun the annual OPEB (Other Post-Employment Benefits) calculations. I expect to be able to present them to you within a month. The letters to Tax Deeded properties yielded their first result with one party now in the process of redeeming their property (and incurring the \$10k+/- redemption penalty).

Finance & Personnel: Nothing to report this week.

Assessor: Nothing to report this week.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: On Monday, the crew and 10 private contractors sanded all gravel roads (350+ tons). The fuel depot maintenance vendor made state and federal 2014 compliance upgrades on the depot tanks and fuel pump. On Tuesday, the crew mixed 60 tons of salt with 450 gallons of liquid deicer; truck #2 went to a local repair shop for a front end alignment. The crew fabricated a ladder for truck #5, and adjusted the side curtains of the sander. Agent Kinmond investigated 2 plowing complaints on private roads; one was determined to be a driveway plow guy pushing snow from a residential drive across the street into a neighbor's yard. The complainant was referred to the PD and it was suggested that the homeowner to set up a camera. The second one was snow pushed in front mailboxes at an intersection and Agent Kinmond plowed it out. On Wednesday, the crew replaced the passenger side rear springs on truck #3 and mixed 60 tons of salt with 450 gallons of liquid deicer. The crew spot sanded gravel roads, and did a LOF on truck #6. Agent Kinmond discovered some of the salt stockpile was frozen. On Thursday, with subzero temperatures (-12) the crew maintained equipment, assisted the FD with removal of Utility 1's flatbed, and had a department meeting. Agent Kinmond attended a webinar from Facility Dude on Crisis plan, a program which can be used by employees for workplace safety. On Friday, the crews handled storm #3, with a 1.3" of snow. The crew scraped and treated paved roadways, and plowed Town gravel and bus routes. The crew also plowed some high traffic and problem private gravel hill roads. The low temps. only allowed for paved roads to get to 80% clear. On Saturday, Agent Kinmond was out to plow snow drifted snow at Long Island Beach, and treated the area with a sand-salt mix. Agent Kinmond also plowed the parking lot and started the drift break road along the beach on the westerly side. On Sunday, Agent Kinmond checked roads, bus routes and cleaned up the parking lots at Town Hall, Library and the Schools. Agent Kinmond then pre-treated these and parking lots for Recreation, PSB, and also Ossipee Park Road for the early Monday morning forecasted snow.

Waste Management Division: Supervisor Greenwood reported an uneventful week at the facility.

Facilities & Grounds: The crew handled recyclable collection from the buildings and picked up Zamboni blades at Laconia Ice. The crew also put away Christmas decorations, handled a heating problem at Town Hall, assembled record storage shelving, cleaned the wood boiler, and installed a new light fixture in the Town Clerk's vault. The crew repaired the Ice Eater at Lee's Mills docks, and shoveled and treated facility walkways. Highway ran the Zamboni on the ice rink daily and completed the flooding to bring the ice up to the blue line. Agent Kinmond completed and submitted DES Emission Permit applications for the Moultonborough Academy and Public Safety Building. The applications were accepted and the only generator requiring an emissions permit is the MA generator.

This Week: The crew will do salt stockpile maintenance with spraying salt with liquid deicer. Ice Rink Maintenance, and tree trimming.

Moultonborough Police Department: The PD responded to 185 Calls For Service, 25 motor vehicle stops, 7 assists to Fire/EMS, 0 Directed Patrols, 1 arrest, 6 complaints, 4 MV Accidents, 0 MV Complaints, 7 residential alarms, 2 commercial alarms and 0 K-9 complaints.

Training: Jan. 8th, Det. Kessler and MPO LeBlanc attended BSOG training.

Moultonborough Fire Department: Year to date there has been 16 calls for emergency service. For the period of 1/2/2015 to 01/08/2015 there were 15 calls for service: There were (3) Medical Emergencies, (1) Building fire, (2) Motor Vehicle accidents, (1) Carbon Monoxide incident, (1) Service

call, (2) Good Intent calls, and (5) False Alarms. Automatic aid was received on four calls from Center Harbor.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 11:00 minutes

Overall Average Manpower per incident: 6 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 8:54 minutes

Overall Average Day Time Manpower per incident: 7 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 16:15 minutes

Overall Average Night/Weekend Manpower per incident: 5 Firefighters/Incident

Operations: During the week of 1/2/15 to 1/8/15 there were 4 requests for information. There was an Officer's meeting on 1/5/15 and a monthly Department meeting on 1/8/15. On 1/2/2015 Chief Bengtson and Firefighter Searles went to Grappone Ford and took possession of the new pick-up truck to replace the Utility truck taken out of service. The truck will have the bed removed and the flatbed installed. Radios and emergency lighting will be installed and the vehicle should be operational within two weeks.

Development Services:

Town Planner: Nothing to report this week.

Code Enforcement: Nothing to report this week.

Human Services: Nothing to report this week.

Recreation: Last week, Donna K, Dan, and Donna T all attended the Northern New England Recreation & Parks Conference in Bartlett, NH. Some of the sessions that were attended were: The Very Best of Staff Training, Difficult Management Conversations, When in Doubt, Sit them out- Concussion Management, Trends in Youth Development, Recreation: for the Health of it, Start them Young, and If it weren't for these Kids, Camp would be Great! This week, the Drop In Program resumes with Rec. Days on Mondays and Wednesdays, and Gym Days on Tuesdays and Thursdays. Skating lessons begin this week, with Learn to Skate and Figure skating beginning on Tuesday, January 13. Instructional Hockey will begin on Wednesday, January 14. The Adult Skating lessons have been cancelled, as we did not meet the instructor's minimum registrations. The Recreation Staff will be assisting with the MCS Winter Days the next four Fridays. The Family Skating Party is scheduled for Sunday, January 25th, from 2-4 p.m. at the Playground Drive Rink.

Important Dates to Remember

Selectmen's Meeting, January 15, 2015, 7 PM

Selectmen's Work Session, January 22, 2015, 7 PM

*** Staff Meeting, January 16, 2015 ***